



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CRIMINAL DISTRICT ATTORNEY (080-002)  
DA INVESTIGATION HB65 (080-007)

DATE: 10/5/2015

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT III

CURRENT SLOT #: 0068 (080-002)  
0041 (080-007)

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT I

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

\* Civil Service Positions are submitted to the Civil Service Commission.

### POSITION SALARY REQUEST:

Salary Amount: (080-002)

\$ 32,113.00      \$ 32,000.00      \$ (113.00)  
Current Budgeted Salary      Proposed Budgeted Salary      Net Change

Salary Amount: (080-007)

\$ 6,246.00      \$ 0.00      \$ (6,246.00)  
Current Budgeted Salary      Proposed Budgeted Salary      Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other \_\_\_\_\_

### POSITION Type:

Full Time Employee Object 113     Part Time Employee Object 114     \_\_\_\_\_  
Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121     Part Time Temporary Object 122     \$ \_\_\_\_\_  
Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

\_\_\_\_\_  
Start Date                      End Date                      Working Days & Hours                      Hours Per Week                      Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:                      FLSA:  
Exempt                                            Exempt                        
Non-Exempt                                            Non-Exempt                        
N/A                     

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

UPON ANALYZING THE POSITIONS OF THE DEPARTMENT, THE DA HAS IDENTIFIED VARIOUS POSITIONS IN WHICH THE SALARY IS NOT  
COMPARABLE WITH OTHER ADMINISTRATIVE ASSISTANT I POSITIONS WITHIN THE OFFICE. THIS SALARY DECREASE IS NECESSARY TO

FOR THE CREATION OF A NEW ADMINISTRATIVE ASSISTANT I POSITION AND HAVE PARITY BETWEEN MOST POSITIONS.



**NEW POSITION:** Brief job description and attach a copy of the new job description.

**POSITION RECLASSIFICATION:** Explain change and/or increase in duties and responsibility. (Attach new job description)

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.		<u>10/5/15</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		<u>10/14/2015</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		<u>10/16/2015</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CRIMINAL DISTRICT ATTORNEY (080-002)      DATE: 10/5/2015  
 DA INVESTIGATION HB65 (080-007)

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT I      CURRENT SLOT #: 0082 (080-002)  
 0086 (080-007)

REQUESTED POSITION TITLE: N/A

**REQUEST FOR:**

New Position       Temporary Position       Position Reclassification\*       Other DELETION OF POSITION

\* Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)

\$ 22,303.00      \$ 0.00      \$ (22,303.00)  
 Current Budgeted Salary      Proposed Budgeted Salary      Net Change

Salary Amount: (080-007)

\$ 1,697.00      \$ 0.00      \$ (1,697.00)  
 Current Budgeted Salary      Proposed Budgeted Salary      Net Change

Position to be funded from one of the following:

Current Department Budget       Annual Budget Cycle       Will Require Additional Funds  
 Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113       Part Time Employee Object 114       \_\_\_\_\_  
 Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121       Part Time Temporary Object 122       \$ \_\_\_\_\_  
 Hourly Rate \*2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:** N/A

\_\_\_\_\_  
 Start Date      End Date      Working Days & Hours      Hours Per Week      Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:      FLSA:

Exempt            Exempt     

Non-Exempt            Non-Exempt     

N/A     

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

DELETE POSITION TO CREATE AN ADMINISTRATIVE ASSISTANT I POSITION WITH A SALARY THAT IS COMPARABLE WITH THE SALARIES  
OF OTHER ADMINISTRATIVE ASSISTANT I POSITIONS.

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**POSITION RECLASSIFICATION:** Explain change and/or increase in duties and responsibility. (Attach new job description)

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	<u>David Cantu</u> DEPARTMENT HEAD	<u>10/5/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>John A. Colman</u> HUMAN RESOURCES DIRECTOR	<u>10/14/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>10/16/2015</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	_____	_____	_____



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CRIMINAL DISTRICT ATTORNEY (080-002)      DATE: 10/5/2015  
 DA INVESTIGATION HB65 (080-007)

CURRENT POSITION TITLE: N/A      CURRENT SLOT #: <sup>121</sup>~~0120~~ (080-002)  
 0139 (080-007)

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT I

**REQUEST FOR:**

New Position       Temporary Position       Position Reclassification\*       Other \_\_\_\_\_

\* Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount: (080-002)

\$ 0.00      \$ 22,416.00      \$ 22,416.00  
 Current Budgeted Salary      Proposed Budgeted Salary      Net Change

Salary Amount: (080-007)

\$ 0.00      \$ 7,584.00      \$ 7,584.00  
 Current Budgeted Salary      Proposed Budgeted Salary      Net Change

Position to be funded from one of the following:

Current Department Budget       Annual Budget Cycle       Will Require Additional Funds  
 Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113       Part Time Employee Object 114       \_\_\_\_\_  
 Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121       Part Time Temporary Object 122       \$ \_\_\_\_\_  
 Hourly Rate \*2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:** N/A

\_\_\_\_\_  
 Start Date      End Date      Working Days & Hours      Hours Per Week      Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:      FLSA:

Exempt            Exempt     

Non-Exempt            Non-Exempt     

N/A     

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

UPON ANALYZING THE POSITIONS OF THE DEPARTMENT, THE DA HAS IDENTIFIED VARIOUS POSITIONS IN WHICH THE SALARY IS NOT  
 COMPARABLE WITH OTHER ADMINSTRATIVE ASSISTANT I POSITIONS.

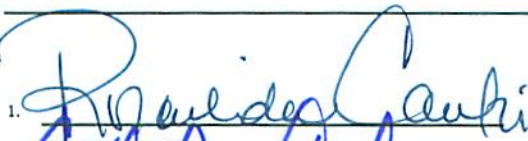


**NEW POSITION:** Brief job description and attach a copy of the new job description.

**POSITION RECLASSIFICATION:** Explain change and/or increase in duties and responsibility. (Attach new job description)

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	<u>10/5/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>10/14/2015</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>10/16/2015</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date		

# HIDALGO COUNTY DISTRICT ATTORNEY'S OFFICE

## ADMINISTRATIVE ASSISTANT I

### GENERAL DESCRIPTION

Employee performs entry-level administrative support or technical program work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee works under close supervision with minimal latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED

Prepares, edits, and distributes correspondence, reports, forms, and documents

Maintains files and records

Performs data entry

Assists in compiling statistical data and preparing various charts, graphs, and written summaries

May receive and review forms and applications for completeness of information

May interpret and explain rules, regulations, policies, and procedures

May review applications for agency services to ensure forms are filled out completely and accurately

May review and route mail

May provide assistance answering phone calls, routing incoming calls, taking messages, greeting visitors, and directing them to the appropriate staff

Performs related work as assigned

### GENERAL QUALIFICATION GUIDELINES

#### Experience and Education

Experience in clerical work or administrative support work

Graduation from a high school or equivalent (GED)

## **Knowledge, Skills, and Abilities**

Knowledge of office practices and administrative procedures

Skill in the use of standard office equipment and software

Ability to communicate effectively

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

